NEW MEXICO TECH
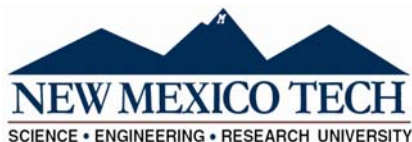SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: <u>INFORMATION SECURITY OFFICER/ ASSOCIATE DIRECTOR</u>   **DEPT:** <u>ITC</u>

REG ☑   **TEMP** ☐   **FULL TIME** ☑   **PART TIME** ☐

STARTING RATE or SALARY RANGE <u>Negotiable</u>
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.
All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.
INTERNAL POSTING THROUGH: <u>Concurrent</u>* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
Create, maintain and implement information security policies, procedures and standards for New Mexico Tech (NMT) IT operations, systems and networks. Be part of the incident response team for NMT and respond to security incidents and perform remediation and resolution for those incidents. Monitor and analyze security alerts from firewalls, wireless access points and other network devices and systems for NMT. Prepare for and implement security standards applicable to NMT including, but not limited to, GLBA, NIST 800-171 and the Cybersecurity Maturity Model Certification (CMMC). Potentially configure, operate or co-administer any number of security control devices such as firewalls, VPN, Endpoint Detection and Response (EDR) systems, Data Loss Prevention systems, etc.
Perform duties of the director when director is unavailable, including representing the department in meetings, projects and interdepartmental collaborations. Work with colleagues statewide to participate in the management of any statewide educational network or agreements. Manage normal operational aspects of ITC including ongoing projects, personnel issues, planning and area budgeting as needed.

REQUIRED QUALIFICATIONS:
Bachelor degree minimum, Masters desired – Area of study: Computer Science, Information Technology or related field. A lesser degree or a degree in other areas of experience will qualify if accompanied with sufficient years of experience in the field. Experience in writing enterprise policies and procedures. Knowledge of security compliance requirements and needs. General understanding of laws and regulations governing IT. Good organizational, leadership, and communication skills. Experience in analysis, implementation, and evaluation of IT systems and their specifications. Demonstrated ability to work with others of varying levels of technical ability and diverse backgrounds. At Least 3 years of experience in an IT Management role with supervisory experience. The ability to pass a background check and obtain a CJIS certification.

DESIRED QUALIFICATIONS:
General understanding of phone systems, networks, computer systems, virtualization, Internet, cloud resources, etc. and their place / utility within an organization (not just IT). Understand communications and emergency communication technologies. Broad understanding of MIS, including the role it plays within an organization. Working knowledge of Ellucian Banner and its strengths and weaknesses.

Apply to: <u>nmtjobapps@npe.nmt.edu</u> OR NMT/ HR 801 Leroy Place Brown Hall Box 220, Socorro, NM 87801